

The deadline for receiving applications is April 30, 2013

APPLICATION GUIDELINES FOR

Promoting Balanced and Constructive Debate and Discussion on Euro-Atlantic Integration

U.S. EMBASSY GRANTS PROGRAM 2013

Grant Applicant General Information

Name of the Organization, address, phone/fax number/e-mail address, name and title of director and other significant staff members, particularly those who will be involved in the project.

Applicants should send CVs or resumes of the people who will be engaged in the project. No individual CV should exceed one page.

Proposed Duration of the Project

When will the project be carried out? Be realistic about dates. Remember that, even if your project is approved, funds from the grant competition may not be available until June, at the earliest. If your project is approved, you may be asked to adjust the project dates.

Project Summary and Justification

This is a very important aspect of the proposal and applicants should pay particular attention to it. What is the importance of the project? Why should it be funded? Who will be affected by this project? What difference do the proposed activities/interventions make for the target groups and the country as a whole? Remember that the program will only support those projects that will make an important and lasting contribution.

Project Description and Activities

What does the applicant organization propose to do? The proposal should contain sufficient information that anyone not familiar with the work of the organization would understand. The more specific, detailed, concise and clear the program description, the better. Remember that the Program will only award funds to the top proposals, those that can clearly show how the proposed project will help: 1) Better informing of Montenegrin citizens about the North-Atlantic Treaty Organization, its nature, programs and operating principles; 2) Objective evaluation and monitoring of Montenegro's defense, rule of law and other reforms needed for the membership and 3) Facilitating an open and comprehensive debate in the public sphere on the benefits of Montenegro's potential membership in NATO. Try to think of active, innovative and engaging projects with tangible results and more lasting effects on the target groups or beneficiaries. Applicants are encouraged to develop unique activities, instead of relying primarily on organizing roundtables, trainings and creating websites.

Performance measurement/Indicators

Please list indicators, baseline data and targets according to which you plan to measure the progress of the proposed activities and accomplishment of the grant goals.

Project Sustainability

Describe the expected long-term effects of the project on the target groups/beneficiaries/institutions affected by the proposed activities. Projects are encouraged to be self-sustaining. If the project is intended to continue after the funding from the Program ends, the proposal should contain an explanation of how the organization will fund the activity in the future. Please be very specific and to the point.

Detailed Budget, Including Supporting Narrative

In order to be sure that the review commission understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined.

ALL PROJECT EXPENSES SHOULD BE CALCULATED IN ADVANCE AND BE REALISTIC. THE PROGRAM WILL NOT AUTHORIZE ANY FUNDS IF THERE IS ANY QUESTION ABOUT THE BUDGET. PLEASE CHECK THE EXCHANGE RATE U.S. DOLLAR – EURO WHEN CALCULATING THE COSTS IN U.S. DOLLARS.

The budget narrative should follow the actual budget presentation itself and describe in some detail the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. (For example, cost associated with youth interviewing at faculties x, y and z : 3x\$100" Explanation: daily honoraria for interviewers positioned at faculties x, y and z to interview at least 80 students and get feedback on most pressing issues to this target group in regards to economic development and engagement in politics.)

If the proposal seeks funding to purchase a service or equipment, the application must include three estimates from the service or equipment vendor. Simply listing "Computer and printer: \$4,000" is not sufficient. The Commission will want to know what kind of computer, what kind of printer and how much three different vendors will charge for the same equipment.

Budget Guidelines

Program expenses should cover all costs for the project activities. They may include all honoraria to specialists or associates; travel/per diem/lodging expenses for trips; and all expenses for seminars or conferences (speakers' fee, preparation of materials and room rental).

Fees can be paid only to the people who will spend a majority of their time on the project and have signed contracts. The fees should be calculated on the total number of hours worked for the duration of the project. Fee levels should be reasonable and not higher than other local salaries, and should include all local taxes. Organization's permanent staff members involved in project implementation cannot receive extra money for conducting other activities related to the program.

Equipment includes computers, copy machines, printers or other technical devices necessary for the fulfillment of the project (for example, the purchase of a computer for organizing a conference is not a justified expense).

Administrative expenses include communication expenses (phone, fax, e-mail, postage); bank fees; copying and print services; office materials (paper, toner, envelopes, etc.). Please try to significantly cut printing of any materials (too many posters, leaflets, brochures, etc). As much as possible, use the Internet and Face Book as a mean of communicating with the audience.

Bank charges should be pre-calculated and included in the budget.

Cocktail parties and meals not integral to a program event are not acceptable grant expenses. An effort should be made to secure funding from other sources for food costs.

The use of “miscellaneous expenses” as a budget item is unacceptable.

PLEASE NOTE THAT THE APPROVED BUDGET LINES CANNOT BE CHANGED DURING THE PROJECT IMPLEMENTATION.

Background on Applicant Organization

Include information such as when the organization was founded and information about the organization’s principle activities, significant achievements, etc. Applicants are requested to send in a copy of the registration papers of the organization as issued by host country authorities.

Other Sources of Support for this Project, Including the In-kind Contribution of the Applying Organization

Please describe the possibilities for co-funding of the project by other organizations.

Please describe the in-kind contribution of your organization - it can be voluntary work, use of premises, vehicles, classroom supplies, equipment or payment of a program event from your own funds (e.g. rental of a hall, printing of announcements, meals, travel, etc.).

Please state which other organizations you have applied to for funding with the same project, and the status of those applications.

Please write the name of the field of your project.

You have half a page space for brief presentation/summary of your NGO and the project itself.

You will be asked to obtain a DUNS number and a copy of the registration papers if your projects makes to the final round. The DUNS number will be used for tracking purposes, and to validate addresses and points of contact information. Organizations that do not have a DUNS number can apply at <http://fedgov.dnb.com/webform>. Internationally, a foreign organization can request a DUNS number from the local D&B office via the telephone. The list of international offices is available at http://www.dnb.com/US/customer_service/global_listing.asp, organized by region and/or country.

Reporting Requirements

If you receive funding from the Program, you will be required to submit periodical reports as well as detailed program and financial report on the outcomes of the project.

PLEASE DO NOT E-MAIL APPLICATION BEFORE YOU:

- * Review the Program Guidelines. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.
- * Make sure the application is in English, neatly typed and easy to read. Perfect English is not required but the proposal must be understandable to an English speaker. Please use Times New Roman 12 font letters and do not change the original look of the application form.
- * Carefully review the application to make sure it is complete and free of errors.
- * Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the members of the commission will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be considered for further selection process and approval.
- * Attach all necessary documents in support of your application.